



## Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Office of the Director

Sub-Section:

**TITLE:** General Correspondence -Department Director

**CUTOFF:** Completion of term of office or tenure

**DESCRIPTION:** Documents of a general nature that were created or received pursuant to law or in connection with the transaction of official business, which are not included in another records series. Examples are: interoffice or interdepartmental communications which do not subsequently result in the formulation of policy; daily, weekly, or monthly work assignments (including duty roster files) for agency staff; calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of state employees; and unpublished calendars of events and activities.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 23693

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/13/2011